

AS/Official file
OTM-X

INSTRUCTION NO.
LI 1-140-5

LI 1-140-5
ORGANIZATION
16 April 1958

SUBJECT: Organization and Functions - Administrative Staff

RESCISSION: LI 1-140-5 dated 24 April 1956

1. MISSION

Provide administrative support including budget, fiscal, personnel, training, and record services for the Office of Logistics; operate a graphics and visual aids facility for the Office of Logistics and DD/S elements; and provide Agency mail and courier service.

2. FUNCTIONS

a. Office of the Chief

- (1) Recommend and establish Office of Logistics administrative policy and develop procedural instructions to implement such policy.
- (2) Conduct management studies designed to improve organizational structures, work methods, management practices, and operating procedures. Coordinate and participate in surveys and studies conducted by the Management Staff, Deputy Director (Support), and other external elements.
- (3) Provide administrative control over the submission, coordination, review, and publication of all Office of Logistics regulatory issuances and those Agency issuances concerning the Office of Logistics.
- (4) Review all proposed regulatory issuances to ensure adherence to Office of Logistics policy.
- (5) Exercise control over the organizational structure, staffing pattern, and assignment of functions within the Office of Logistics.
- (6) Control, coordinate, and review the evaluation of employee suggestions within the Office of Logistics.
- (7) Control space allocation, telephone installations, moves, and alterations within the Office of Logistics.

b. Budget and Fiscal Branch

- (1) Provide staff assistance to the Director of Logistics on budget and fiscal matters.

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- (2) Assist in the planning and developing of Office of Logistics component budgets and prepare annual consolidated Office of Logistics budget.
- (3) Provide technical guidance and assist in the presentation of budgets to the Comptroller and Deputy Director (Support)
- (4) Administer and control funds allocated to the Office of Logistics, maintaining detailed allotment control records for unvouchered funds allotted to the Office. Prepare monthly financial reports for all unvouchered funds allotments and review monthly fiscal reports covering Office of Logistics vouchered funds.
- (5) Reschedule Office of Logistics funds whenever necessary to provide for program changes. Initiate action to prevent deficit balances in Office of Logistics allotments or take corrective action to cover overobligated accounts. Assure that funds are expended as programmed.
- (6) Exercise close surveillance over bulk stock procurement accounts, the single confidential funds allotment for transportation of things, and resolve problem situations. Act as coordinator for all fiscal matters involving these stock accounts and the transportation allotment.

c. Mail and Courier Branch

- (1) Provide scheduled and special courier and messenger service for the entire Agency, except for those offices providing their own courier and messenger service as approved by the Deputy Director (Support).
- (2) Provide armed courier(s) on specific assignments involving the risk of theft or compromise.
- (3) Provide, upon specific request, courier service to destinations away from the Washington area.
- (4) Maintain liaison with other Government agencies regarding mail and courier operations.
- (5) Receive, process, and distribute all official incoming and outgoing mail.
- (6) Maintain registry logs for all incoming and outgoing registered mail.
- (7) Maintain an up to date locator file of Agency personnel to facilitate the addressing of incoming mail for delivery to the various offices within the Agency.

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d. Records and Services Branch

- (1) Develop and maintain Office of Logistics schedules of records and other current operational materials to be deposited in accordance with disaster plan; arrange for reproduction of materials where copies are not available; and review annually inventories of materials on deposit and direct disposition thereof.
- (2) Establish standards and procedures for creation of correspondence and other records.
- (3) Advise and assist in establishing and maintaining filing systems and procedures for registering and controlling documents. Approve requests for filing equipment.
- (4) Maintain distribution schedules for all types of regulatory issuances within the Office of Logistics. Review Agency regulations prior to distribution and indicate where action is required by a component of the Office of Logistics.
- (5) Conduct physical surveys of all Office of Logistics records; develop records control schedules and maintain in current status. Implement disposition of records in accordance with established schedules.
- (6) Serve as liaison with the Cryptic Reference Officer of the Agency; obtain pseudonyms, aliases, and cryptonyms for use of personnel of the Office; and maintain records and reference service of such names.
- (7) Provide staff assistance in the development or revision of all forms which are of primary interest to, initiated by, or for the sole consumption of the Office of Logistics. Review and approve or disapprove for the Office of Logistics all requests for such forms and maintain records for centralized reference.
- (8) Serve as Reports Control Office for the Office of Logistics.
- (9) Receive and distribute mail received centrally for the Office of Logistics. Prepare mail control tickets and maintain suspense on due date items received from higher echelon and follow-up with component to which action is assigned.
- (10) Receive, record, and distribute dispatches and cables received in the Office of Logistics; and secure copies of other cables as required.

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- (11) Receive [REDACTED] and other Top Secret and Registered documents; prepare necessary forms; assign control number and process in accordance with existing instructions; and control documents while in the Office of Logistics. Recommend downgrading or destruction of Top Secret material when appropriate.
- (12) Distribute all regulatory issuances in accordance with established schedules. Maintain Office record copies of all regulatory manuals.
- (13) Maintain official files for the Office of the Director and supporting Staffs.

e. Personnel and Training Branch

- (1) Administer a personnel program for the Office of Logistics designed to: (a) assure the acquirement of qualified personnel; (b) plan the utilization and development of personnel, including their assignment, rotation, and development; (c) assure the existence of a work environment designed to motivate personnel towards rendering a maximum service to the Agency; (d) develop personnel to the fullest extent necessary to meet present and anticipated personnel needs of the Office of Logistics and to encourage their long-term service with the Agency; and (e) eliminate from the Agency personnel who fail to perform in a satisfactory manner.
- (2) Provide advice and assistance to Staff and Division officials on all phases of personnel management.
- (3) Develop internal Office of Logistics personnel policies, practices and procedures.
- (4) Provide advice, assistance, and secretarial services to the Logistics Career Service Board.
- (5) Review for adequacy all requests for personnel actions and fitness reports originated in the Office of Logistics.
- (6) Maintain a liaison between Office of Logistics and Office of Personnel relative to all phases of personnel management. .
- (7) Provide personnel counseling services to Office of Logistics employees.
- (8) Plan and operate a rotation program designed to provide for the planned rotation of personnel to and from field assignments.
- (9) Organize, conduct, and monitor special training courses given by the Office of Logistics.

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- (10) Advise and counsel personnel with respect to their training needs and requirements.
- (11) Maintain a liaison between Office of Logistics and Office of Training relative to all phases of training.
- (12) Provide guidance to Division and Staff Training Coordinators of the Office of Logistics.
- (13) Develop internal Office of Logistics training policies, practices, and procedures.
- (14) Review for adequacy all requests for training originating in the Office of Logistics.
- (15) Develop training needs and requirements of the Office of Logistics.
- (16) Provide advice and assistance to Staff and Division officials on all phases of training.

f. Graphics Branch

Originate, develop, and execute visual aids for use by Office of Logistics and DD/S elements; and provide a service for preparation of graphics for DD/S offices.

3. ORGANIZATION

See Organization Chart (page 2).

JAMES A. GARRISON
Director of Logistics

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